



# NOTICE OF EMPLOYMENT OPPORTUNITY

## Hildale City

**POSITION:** City Treasurer

**EFFECTIVE DATE:** January 5, 2018,

**JOB CLASS:** Statutory Appointed, Permanent Full-Time

**CLOSING DATE:** January 31, 2018, or until filled.

**PAY SCALE:** \$46,000 to \$54,000 annual salary depending on qualifications

### GENERAL DUTIES:

Performs a variety of administrative and technical duties related to City Treasurer functions.

### ACCOUNTABILITY:

Serves by appointment of the Mayor by approval of City Council and accountable to the Mayor and Council.

### MANAGEMENT:

Manages cash receipting personnel.

### ESSENTIAL FUNCTIONS:

Assures compliance with the legal requirements of the office of city treasurer as defined in Utah Code, Title 10; establishes policies as custodian of public trust of all money, bonds, or other securities of the city; directs the receiving, receipting and investment of city revenues. Receives all public funds and money payable to the city, including all taxes, licenses, fines, and intergovernmental revenue; issues summary reports verifying receipt of revenues as required; deposits all city funds in appropriate bank accounts of the city; keeps an accurate detailed account of all money received and collects all special taxes and assessments as provided by law and ordinance; assures timely payment of money due to special improvement districts (SIDS) annually.

Determines cash requirements of the city and provides for the investment of all money by following the procedures and requirements of Title 51, Chapter 7, State Money Management Act; assures security and safe keeping of investment certificates; may calculate interest earnings; prepares monthly money management report; assures investments comply with established law; may reconcile investment fund with general ledger; may make general ledger entries.

Monitors city cash flow; makes daily deposits; assures availability of sufficient funds to cover city finance needs and issued checks; generates purchase orders, signs city checks; prepares daily reports showing cash receipts and monitors running daily balance; follows-up on returned checks; verifies funds on checks written to the city.

Provides support for the preparation of the City budget and annual audit report.

### OTHER FUNCTIONS:

Performs as backup in receiving incoming telephone calls, takes messages or routes calls to appropriate personnel; provides general assistance to walk-in public; receives utility payments, receipts payments, balances and closes daily cash, prepares daily reports. makes daily bank deposits, etc. Assists Utility Business Manager in dealing with customer concerns. Assists customers and directs them to appropriate departments. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**POSITION MINIMUM QUALIFICATIONS:**

**1. General Qualifications:**

- a. Must be at least 18 years old.
- b. Must be a U.S. Citizen.
- c. Must have High School Diploma or equivalent.

**2. Knowledge, Skills, and Abilities:**

- a. **Must have a working knowledge of** municipal investment practices and options; laws and regulations governing receiving, accounting and investment of municipal funds; municipal and uniform accounting principles, practices and procedures; bond requirements and special district procedures; municipal organizations and department operations including applicable laws and regulations; the Uniform Municipal Fiscal Procedures Act.
- b. **Must be proficient in** Excel.
- c. **Must be able to** demonstrate good interpersonal communication skills and telephone etiquette; communicate effectively verbally and in writing; develop effective working relationships with supervisors, fellow employees, the public, and subordinates; interact with the public in a courteous and respectful manner;
- d. **Must be able to** analyze a variety of financial and/or accounting problems and make recommendations; work quickly and accurately with numbers; perform advanced mathematical computations; operate office equipment such as adding machine, typewriter, copier, etc.; work under time pressures in meeting deadlines; operate personal computer (Windows) in utilizing various programs to produce or compose formal documents, reports and records, charts and graphs.
- e. **Must have some knowledge of** municipal generally accepted accounting principles (GAAP), practices and procedures; internal control principles and methods of application; general office maintenance and practices; computer accounting applications and various software programs; operation of standard office equipment; mathematics related to investment and finance; Basic computer and accounting skills (Caselle knowledge is preferred); 10-key calculator functions and use.

**3. Special Qualifications**

- a. Credit-worthiness: Must be bondable to a dollar limit prescribed by statute.
- b. Experience: Prior city government experience directly related to above duties or as a City Treasurer is preferred.
- c. Credentials: Preference may be given to applicants who have municipal treasurer certification or are a certified municipal financial advisor (CMFA).

**WORK ENVIRONMENT:**

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, not generally involving muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

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This position is FMLA exempt.

The job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs and requirements of the job change. The selection is Mayoral appointment with City Council

approval; however, the process may consist of evaluation of application material, oral interviews, written examinations, performance tests, assessment centers, physical ability tests, probationary periods or any other screening technique.

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**APPLICATIONS:**

Applications are available at the Hildale City Recorder's Office or on web site [www.hildalecity.com](http://www.hildalecity.com).

To apply, submit a cover letter, resume, and Hildale City employment application in person or electronically; email to [recorder@hildalecity.com](mailto:recorder@hildalecity.com); fax to (435) 874-2603; physical address: 320 E. Newel Ave.; mailing address: P.O. Box 840490, Hildale, UT 84784-0490. Application period will remain open until filled.

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NOTICE: THIS IS A STATUTORY POSITION and the Mayor may or may not appoint from applicants. The appointment by the Mayor must be approved by the City Council.

HILDALE CITY IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.